

## CHARTERING AND RECHARTERING (A Summary)

### CHARTERING

The official affiliation of a prospective chapter with Sweet Adelines International.

- A. Chapters wishing to compete must be approved for charter 60 days before competition. Thirty days are required to process the paperwork. Therefore, the Membership Kit (*sent in STEP 2*) must be received **90** days before competition.
- B. All regional visits must be made and reports received. Approval to charter from both the Marketing/Membership Coordinator and the Education Coordinator must be received.
- C. A minimum of fifteen (15 plus director) members is required.
- D. The Membership Kit paperwork includes:
  - a. Application for Chapter Membership form
  - b. Chapter Officers form
  - c. Application for Membership forms & Certification of Membership (for each member)
  - d. Résumé forms for both group and director
  - e. SS-4 form, Tax Exempt Authorization form, and EIN (U.S. chapters only)
- E. Chartering fees include:
  - a. \$125.00 one-time chartering fee
  - b. \$150.00 liability insurance fee (U.S. and Canadian chapters only)
  - c. Per capita fees for all new and renewing members

### RECHARTERING (CHARTER RENEWAL)

Each chapter must renew its charter in May of each year – regardless of when they originally chartered.

- A. Application for Renewal of Chapter Membership is due by May 31 each year. *Forms are sent from headquarters to each chapter treasurer in late March/early April.*
- B. A minimum membership of fifteen (15 plus director) members is required
- C. Renewal of Chapter Membership paperwork includes:
  - a. Notice for payments of charter renewal fee
  - b. Notice of liability insurance payments due (U.S. and Canadian chapters only)
  - c. Chapter Officers form
  - d. List of renewing members (with May renewal date)
- D. Chapter renewal fees include:
  - a. \$125.00 charter **renewal** fee
  - b. \$150.00 liability insurance fee (U.S. and Canadian chapters only)
  - c. Per capita fees for all new and renewing members
- E. A \$50.00 late fee will be charged if the complete charter renewal is not received by May 31.